

2024-A

For: State Offices

PC-PRCH and Digital Signature System Training

Approved by: Deputy Administrator, Farm Loan Programs

Carolyn B. Pothier

1 Overview

**A
Background**

In FY 1996, FSA initiated a reimbursable agreement with NFC to improve the disbursement processing of Type 60 purchase orders. This agreement called for developing and implementing a digital signature process within the Type 60 purchase order system.

**B
Purpose**

This notice informs State Offices of the National training meetings for State Office employees involved with Type 60 purchase orders.

2 Training Information

**A
Location and
Dates**

Two training sessions will be held at the Daniel and Henry Building, located at 2350 Market Street in St. Louis, Missouri.

- The first session will be held Tuesday, March 31, 1998, through Friday, April 3, 1998, for States beginning with A through M (Alabama through Montana).
- The second session will be held Tuesday, April 7, 1998, through Friday, April 10, 1998, for States beginning with N through W (Nebraska through Wyoming).

Training sessions will begin on Tuesday at 8:30 a.m. and end by noon on Friday. Monday will be a travel day for most participants.

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Disposal Date

June 1, 1998

Distribution

State Offices

2 Training Information (Continued)

B Training Participants

Training participants have been previously selected from:

- Contracting Officers
- Contract Officer Representatives
- Program Loan Cost Expense Liaisons.

Exhibit 1 is a list of selected training participants. Participants shall **not** be substituted.

C Completing SF-182

State Offices shall advise participants that SF-182 shall be completed for each participant.

3 Hotel and Travel Authorization Information

A Hotel Information

Participants are required to make reservations as follows:

- contact Courtyard Marriott, 2340 Market Street, St. Louis, Missouri 63103, by Monday, **March 16, 1998**, on 1-800-321-2211
- specify that they are a participant of the USDA PC-PRCH Training.

The guest room accommodation charges are \$75 tax inclusive, for a single room each night and must be guaranteed for late arrival (after 6 p.m.) with a credit card.

Travel for State Office participants shall be charged to Washington-controlled State Travel Funds. Special project code DA should also be used with the Washington-controlled State travel code.

A block of rooms has been reserved with check-in on Monday, March 30, 1998, and Monday April 6, 1998.

Note: All guest rooms must be guaranteed by March 16, 1998, or the rooms will be sold on a first-come first-serve basis.

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3 Hotel and Travel Authorization Information (Continued)

B

Travel Authorization

Each employee must have an approved AD-202 or FSA-164, as applicable, before incurring travel expenses. This notice does not constitute an approved travel authorization. Per diem for St. Louis, Missouri, is \$117 each day (\$75 for lodging and \$42 for M&IE).

Participants shall make their own travel arrangements as soon as possible using the most efficient means of transportation.

C

Airport Transportation

Airport transportation to and from the hotel will be provided by Airport Express Shuttle Service at the cost of \$20.00 round trip.

4 Other Considerations

A

User ID and Password

Every trainee must have a working NFC user ID and password for the class.

B

Invoice-Receipt Certification

Participants may bring:

- Type 60 documents for payment, such as unprocessed FmHA 838-B's, to be processed in class
 - Type 60 PC-PRCH questions.
-

C

Accommodations

Persons with disabilities who require accommodations to attend or participate in this training should contact Cathy Quayle at 202-690-4018 or e-mail at cquayle@wdc.fsa.usda.gov by March 20, 1998.

D

Contact

If there are any questions, contact Cathy Quayle, LMD at 202-690-4018.

Participants for PC-PRCH and Digital Signature Training**A****First Session
Participants**

Following are the authorized participants for the first training session.

State Office	Participants	State Office	Participants
Alabama	Betty Stevens Ethel M. Wright	Iowa	Debra L. Trowbridge Kathy Ann Gocke
Alaska	Marguriete M. Dunlap	Kansas	Sonja S. Berry Kathy A. Shields
Arizona	Jeanie Schmitt Sandra McBride	Kentucky	Pamela Edwards John C. Hoskins
Arkansas	Karen J. Petrus Kathy A. Baker	Louisiana	Stephanie Ellington Lydia Dubrock
California	Don Hemsath Vicki L. Lowe	Maine	Linda A. Testa Rene' M. Whitney
Colorado	Jean A. Kimber Mary C. Moore	Maryland	Carolyn Prince Wanda Jett-Dimeler
Delaware	Patricia L. Stackler	Massachusetts	Jane A. Rice Daniel A. Smiarowski
Florida	Emily M. McLeod Virginia D. Bordeaux	Michigan	Julia A. Hathaway Clem Geiger
Georgia	Kathleen A. Green Jacqueline I. McKenzie	Minnesota	Patrick J. Spalding Maureen M. Welch
Hawaii and Pacific Basin	Herman G. "Butch" Miller, Jr. May I. Nishioka	Mississippi	Charles H. Cole, Jr. Paula Johnson
Idaho	Cedric Carthan Tom Dobbin	Missouri	Bob Fullerton Linda K. Griffith
Illinois	Vicki L. Donaldson Jeffrey E. Koch	Montana	Pat Henniger Leona J. Keller
Indiana	Jonna Kishton Carolyn Vittetow		

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Participants for PC-PRCH and Digital Signature Training (Continued)**B****Second Session
Participants**

Following are the authorized participants for the second training session.

State Office	Participants	State Office	Participants
Nebraska	Julie A. Zimmerman Coreen E. Carnes	Rhode Island	Patricia Seites
Nevada	Norma I. Elliott Roger Van Valkenburg	South Carolina	Perry L. Thompson D. Anne Steppe
New Hampshire	Sharon Yarrington	South Dakota	Joseph J. Volesky Ellen S. Caspers
New Jersey	Kimberly Brallier B. Lyn Brown	Tennessee	Betty McClanahan James Welborn
New Mexico	Leo Luna Ann Asmus	Texas	Carolyn Motloch Wayne Young
New York	Michael D. Slaunwhite Nancy New	Utah	Diane R. Nath Robin Sadlier
North Carolina	Steve Riddick Ruth F. Seymour	Vermont	Susan E. Monahan Melissa M. Salmon
North Dakota	Katherine Warner Gail J. Anderson	Virginia	Dana L. Byrd J. Vernon Orrell
Ohio	Beth Mowrey Jenny Breece	Washington	Laurie A. Murry Karen L. Downey
Oklahoma	Carolyn Stipe E. Phillip Estes	West Virginia	Kimble J. Hayes Jeannie J. Blosser
Oregon	Barbar A. Enos Tamara S. Hiltz	Wisconsin	Warren J. Hanson Pamela E. Ades
Pennsylvania	Debra Eckley Jeffrey King	Wyoming	Mike Calvo Julie L. Caves
Puerto Rico	Rubin F. Padilla Rafel Febo		